

MONTANA CHEMICAL DEPENDENCY CENTER

POLICY AND PROCEDURE MANUAL

Policy Subject: Bomb Threat	
Policy Number: STP 13	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To coordinate activities within the facility in the event of a bomb threat.

POLICY: To provide staff and clients with a safe and coordinated plan when responding to an emergency.

PROCEDURE:

- I. Bomb Threat By Telephone – take all threats seriously. If you receive a bomb threat by phone follow these steps closely, REMAIN CALM.
 - A. Get as much information as possible from the caller. Follow Bomb Threat Form posted by phones. If possible, have a second person call 911 on another line.
 - B. Immediately after caller hangs up dial 911 and report the call. The dispatcher is responsible to notify Law Enforcement, Disaster & Emergency Coordinator and the Fire Department.
 - C. Immediately after calling 911 calmly evacuate building. Evacuate clients, visitors and staff to a safe relocation site. After evacuating the building, maintain at least 600 feet distance away from the building. If weather is a concern evacuate to BCC Northwest basement hallway or another relocation site listed in Disaster Plan.
 - D. Alert staff of problem and need to evacuate by sending a staff member to notify each floor. Refrain from using PA system, telephone or hand held radio.
- II. Notify:
 - A. Butte Convalescent Nursing Home; 723-6556
 - B. Supervisors by following chain of command (addendum 1).
 - C. Charge person or designee will meet responding Law Enforcement at nearest safe location to inform them of situation.

D. Decision to conduct a search of building will be the responsibility of responding supervisor(s).

E. If you notice a suspicious package make note of it, but under no circumstances touch it. Inform law Enforcement of what you noticed giving them as much information as you can.

III. WRITTEN THREATS

A. Save all materials related to envelop or container. Once the message is recognized as a bomb threat, further handling of material should be avoided.

B. Take any strange-looking package or envelop seriously and inform your supervisor of your concerns. DO NOT OPEN any item you believe to be suspicious.

Revisions

Prepared By:	<u>Frank Fitzpatrick</u>	<u>Transportation/Safety Officer</u>	<u>07/09/01</u>
	Name	Title	Date
Approved By:	<u>David J. Peshek, Administrator</u>		<u>01/01/02</u>